

Title: <b>Maintenance Aide II</b>	Effective Date: November 16, 2016	Grade: VII	Job Category: Skilled Craft
Prior Title: Maintenance Aide I, Various Equipment Operator Titles, Lead Person	Prior Effective Date: June 25, 2016	Grade: VI, VII	Page: 1 of 2

***CHARACTERISTICS OF WORK***

Under general supervision, this position is responsible for operating various types of heavy equipment to support construction and maintenance operations in loading and transferring construction materials or clearing highway right of way and constructing roadways for construction/maintenance jobs, and for the vegetation control of slopes and embankments within the District.

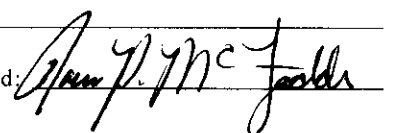
***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Ensure regular preventive maintenance is performed on equipment as well as doing minor repairs and field maintenance as necessary.
- Transport and drive heavy equipment to job sites and maneuver into safe and efficient working position.
- Operate heavy equipment involved in various maintenance activities such as mowing, culvert installation, excavation, cutting ditches, sealing, etc.
- Operate single or multi-axle dump truck, hauling highway construction or maintenance materials.
- Move equipment from one job site to another.
- Clean up Department property and right of way using industrial weed eaters, brush hooks, chain saws, pole saws, limb saws and other small power equipment.
- Use jackhammers and small hand tools (such as shovels and rakes) to make repairs to highways.
- Maintain control of grass and weeds by the use of chemicals and by mowing using large tractors and gang mowers. Mow shoulders and embankment slopes on right of way using large tractors and gang mowers.
- Flag traffic and perform clean-up duties. Pick up litter (including large tires, dead animals, garbage, etc.)
- Load, unload and stack bags of salt, sand, cement, chemicals, etc.
- Respond to call-out for emergencies 24 hours a day, seven days a week (such as natural disasters, severe weather, traffic accidents, etc.).
- Ability to train other employees in the operation of commercial vehicles to prepare them for testing to obtain their commercial driver's license.
- Work during ice and snow removal operations.

***MINIMUM REQUIREMENTS***

Equipment operation experience. Demonstrated ability to operate and maintain heavy equipment. Knowledge of heavy equipment capacities and repair as well as emergency operating procedures. Ability to follow and give oral instructions. Ability to move heavy objects and materials. Ability to perform mathematical operations necessary to calibrate chemical spraying equipment. Good knowledge of local street and highway names/numbers. Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to make entries on reports and records. Valid Class A commercial driver's license (CDL) with tanker ("N") endorsement. Certification by the University of Arkansas Cooperative Extension Service for pesticide/herbicide application in the Right-of-Way category preferred.



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*MINIMUM REQUIREMENTS (CONTINUED)*

A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the AHTD Drug and Alcohol Testing Program.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*